PDP Transition Plan for Educators

The following describes the different stages at which an educator could be in for his/her PDP. All these scenarios apply only for educators who have been doing their PDP offline (on paper). Please provide clear directions as to what they can or should do in your electronic PDP system (i.e. QEI or WECAN-PDP) to facilitate successful completion of the PDP process:

No	Scenario	General Direction	QEI
1	The educator has completed his/her	The PDP is	Start your new PDP online by creating an
	PDP, has had the plan verified by all 3	complete, and	account at myqei.org.
	team members on paper (PI-PDP-2),	educator has the	
	and has submitted a completed PI-	option to contact	If needed, email support@myqei.org for
	PDP-2 to DPI as of September 1, 2012.	QEI or WECAN-PDP	help.
		to start a new PDP.	
2	The educator has completed his/her	The educator must	QEI Members – Use the Member Offline
	PDP and has had the <u>plan verified by</u>	contact QEI or	Verification process on your Review Status
	all 3 team members on paper (PI-PDP-	WECAN-PDP to	of my PDP page on the QEI.
	2), but has not submitted a completed	submit his/her PDP	New OF Manchaus Bussess view offling
	PI-PDP-2 to DPI as of September 1, 2012.	Verification Signature Form(s).	Non QEI Members - Process your offline verification at mygei.org/verify.
	2012.	Signature Form(s).	vernication at <u>myder.org/verny</u> .
			If needed, email support@mygei.org for
			help.
3	The educator has completed his/her	The educator must	QEI Members – Either assemble your
	PDP and has had theplan verified by	contact QEI or	three person team online through the QEI
	some (not all 3) team members on	WECAN-PDP to	and have all three team members verify it
	paper (PI-PDP-2), and has not	submit his/her PDP	online
	submitted a completed PI-PDP-2 to	Verification	
	DPI as of September 1, 2012.	Signature Form(s).	OR
			Have all three team members verify the
			PDP offline and then use the Member
			Offline Verification process on your
			Review Status of my PDP page on the QEI.
			Non QEI Members –Have your three team
			members complete the PDP Verification
			Form offline and then process your offline
			verification at myqei.org/verify.
			If needed, email support@mygei.org for
			help.
4	The educator has completed his/her	The educator must	QEI Members – Either assemble your
'	PDP but has not had the plan verified.	contact QEI or	three person team online through the QEI
		WECAN-PDP to	and have all three team members verify it
		submit PDP	online
		Verification	
		Signature Form(s).	OR
			Have your PDP verified by all three team
			members offline and then use the
			Member Offline Verification process on

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your **Review Status of my PDP** page on the QEI. Non QEI Members – Have your three team members complete the PDP Verification Form offline and then process your offline verification at mygei.org/verify. If needed, email support@mygei.org for help. The educator is in the middle of The educator has **QEI** Members writing his/her PDP (i.e. year 2 or the **option** to Validate offline goal approval using the QEI more), has had his/her goal approved contact QEI or Offline Services link on your Review Status by 3 team members on paper (PI-PDP-WECAN-PDP to of my PDP page on the QEI. 3), and has submitted a completed PIcontinue the PDP PDP-3 to DPI as of September 1, 2012. process Once you receive an email notifying you electronically that your PDP Goal Approval has been through completion loaded into your QEI account, complete (i.e. PDP the remaining steps of the process Verification), OR including Verification on the QEI site. The educator can continue writing Non QEI Members – Since DPI has already his/her PDP on accepted your Goal Approval Form, once paper and contact your PDP is eventually verified, have your QEI or WECAN-PDP three team members complete the PDP when they are ready Verification Form offline and then process to have the plan your offline verification at verified (#4). myqei.org/verify. If needed, email support@mygei.org for The educator is in the middle of The educator must **QEI Members** – Use the QEI offline writing his/her PDP and has had contact QEI or services process on your Review Status of his/her goal approved by 3 team WECAN-PDP to my PDP page on the QEI to have the members on paper (PI-PDP-3), but has submit his/her Goal offline approval validated online. not submitted a completed PI-PDP-3 Approval. Goal Approval to DPI as of September Then, the educator Non QEI Members – Process your Offline 1. 2012. has the option to Goal Approval at mygei.org/approve. Once continue the PDP your PDP is eventually verified, have your process three team members complete the PDP Verification Form offline and then process electronically through completion your offline verification at (i.e. PDP myqei.org/verify. Verification), OR The educator can If needed, email support@mygei.org for continue working on help. his/her PDP on paper and contact QEI or WECAN-PDP

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		when they are ready to have the plan verified (#4).	
7	The educator is in the middle of writinghis/her PDP, has had his/her goal approved by 3 team members on paper and submitted to DPI, but needs to revise the goal.	The educator should revise the goal and submit for approval. The educator has the option to use PI-PDP-3 (paper Goal Approval Form) for the goal approval and submit the completed PI-PDP-3 to QEI or WECAN PDP, or the educator can contact QEI or WECAN PDP to have the revised goal submitted electronically for approval. The educator then has the option to continue his/her PDP on paper or electronically using QEI or WECAN PDP.	QEI MembersOffline —Submit your updated PDP to your team and get the three signatures again on a new Goal Approval Form. Then use the QEI Offline Services process on your Review Status of my PDP page on the QEI to have the offline approval validated online. QEI Members Online — Enter your PDP data into the QEI PDP template, assemble your team members on the QEI, and then click the link to Send my PDP to my Team Members to have it approved. Non QEI Members — Resubmit your updated PDP to your team for re-approval offline.Get the three required signatures on a new Goal Approval Form.Process your offline Goal Approval at myqei.org/approve. Complete the rest of the PDP process offline. Have your three team members complete the PDP Verification Form offline. Process your offline verification at myqei.org/verify. If needed, email support@myqei.org for
8	The educator is in the beginning stage of PDP (e.g. Reflection or Writing the Plan).	The educator has the option to contact QEI or WECAN-PDP to start an electronic PDP process, OR The educator can continue working on his/her PDP on paper and contact QEI or WECAN-PDP when he/she is ready to have the plan verified.	Per Members - Enter your PDP data into the QEI PDP template and proceed through your PDP process online. Non QEI Members - Complete the PDP process offline. Once your PDP is approved offline, process your offline Goal Approval at myqei.org/approve. After your three team members eventually complete the PDP Verification Form offline, process your offline verification at myqei.org/verify. If needed, email support@myqei.org for help.